



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #25/04

July 21, 2004

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Occupational Group Study Announcement

This is to inform you that the Department of Personnel is conducting an occupational study of the Fiscal Management & Staff Services group. Personnel professionals have expressed concerns regarding the class specifications in this group and indicated a need for revisions to improve recruitment and classification efforts.

We will use our modified approach to occupational group studies that now focuses on working with subject matter experts (SME's) to review class specifications and identify needed changes to duty statements; knowledge, skills and abilities; class concepts; and minimum qualifications. The study will not include a realignment of classes or a review of individual positions unless the SME's identify:

- A major division or departmental reorganization or restructuring that substantially impacted the purpose/function of positions and the scope of work performed;
- Major programs that were added or removed, or major changes in the mission of the agency; or
- External changes such as new licensing requirements or changes in federal laws or regulations which impact the scope of work performed and the knowledge, skills and abilities required to perform it.

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This study **will not** include a review of classes that are still effective recruitment and classification tools and classes that have been reviewed within the past three years. These classes/series include:

- Chief Accountant
- Accountant
- Accountant Technician
- Chief, Enforcement/Registration
- Administrative Services Officer
- Assistant to Director, Public Safety
- Executive Branch Auditor
- Purchasing Officer
- Benefits Contract Analyst
- Prison Industries Supervisor
- Chief, Right-of-Way
- Assistant Chief, Right-of-Way
- Right-of-Way Agent
- Staff Specialist, Right-of-Way
- Review Appraiser
- Personnel Technician
- Budget Analyst
- Management Analyst
- Administrative Law Judge
- Hearings Officer
- DUI Adjudicator
- Public Service Intern
- Biostatistician
- Risk Manager
- Economist
- Fiscal/Business Professional Trainee
- Staff Professional Trainee
- State Arts Council Administrator
- Museum Director
- Assistant Costumer
- Audiovisual Technician
- Retail Storekeeper
- Historic Preservation Administrator
- Information Systems Manager
- Master Information Specialist
- Computer Network Specialist
- Computer Network Technician

As you may recall, we have already begun an occupational study of the Electronic Data Processing subgroup within the Fiscal Management & Staff Services group, and we will complete the review of all remaining classes in that subgroup. In keeping with our new methodology, we will take revised class specifications to Personnel Commission for approval as soon as they are completed. Any fiscal impact resulting from the review will require funding by the Legislature and will not become effective until July 1st of 2007.

If you have any questions regarding the occupational group study, please contact Mary Day, Supervisory Personnel Analyst, at (775) 684-0120.

JG:sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives
Mary Day, Supervisory Personnel Analyst, Department of Personnel